

**REQUEST FOR GRANT APPLICATION (RGA)
REFUGEE SPECIAL SOCIAL SERVICE PROGRAM**

ANNOUNCEMENT

January 27, 2004

The Utah Department of Workforce Services (DEPARTMENT OF WORKFORCE SERVICES) is inviting you to submit a grant application for refugee resettlement enhancing the mental health treatment programs for newly arrived refugees in the state of Utah; providing culturally and linguistically appropriate mental health services for these Department customers. Local governments, public or private not-for-profit organizations, for-profit organizations, ecumenical organizations, state offices and agencies, units of local governments, and non-profit non-governmental agencies are encouraged to apply.

This is authorized by the ORR, Office of Refugee Resettlement Program: Final notice of Allocations to the States of PY 2003 funds for the Refugee Social Services, published on the NGA dated September 2, 2003 in the Federal Register (64FR 43398.)

The Utah Department of Workforce Services encourages the development of effective strategies for refugee employment and self-sufficiency among individuals in Utah.

There is a total of \$ 37,500 in grant money available from March 1, 2004 through September 30, 2004 for the entire state. Grants will be awarded to existing programs, which are shown to be effective, or proposed programs that include identified success components.

Grant Application Kits may be obtained from Department of Workforce Services, Gillian Johns-Young P.O. Box 45249, 140 E. 300 S., Salt Lake City, Utah 84145-0249, (801) 526-9418 or at [jobs.utah.gov/what's new](http://jobs.utah.gov/what's%20new).

A signed original and five bound and tabbed copies of the complete response to this Request for Grant Applications must be **received** by the Utah Department of Workforce Services **by 4:00 P.M. on February 17, 2004.**

Grant Applications By Mail:

Utah Department of Workforce Services
Gillian Johns-Young
P.O. Box 45249
Salt Lake City, UT 84145-0249

Grant Applications by Hand or Courier

Utah Department of Workforce Services
Gillian Johns-Young
140 East 300 South
Salt Lake City, Utah 84111

UTAH DEPARTMENT OF WORKFORCE SERVICES

REFUGEE RESETTLEMENT PROGRAM

REQUEST FOR GRANT PROPOSALS

ENGLISH LANGUAGE TRAINING SERVICES

FOR

REFUGEES

January 12, 2004

Closing Date February 11, 2004

STATE OF UTAH
DEPARTMENT OF WORKFORCE SERVICES
REQUEST FOR GRANT PROPOSALS

Notice is given that the Department of Workforce Services, hereafter known as the Department, and invites you to submit a grant application for English language training (ELT) services for **newly arrived refugees, as defined in the 45 CFR 400 and 401** for the service period March 1, 2004 through September 30, 2004. Applications must be **received** by February 11, 2004, 4:00 P.M. Applications received after that date will not be considered. Instructions for completing the application are described in the Request for Grant Proposals (RFG), available on request from Gillian Johns-Young, Department of Workforce Services, 140 East 300 South, Salt Lake City, Utah, 84111, (801) 526-9418 email gjohnsyoun@utah.gov or visiting our website, [jobs.utah.gov/what's new](http://jobs.utah.gov/what's%20new).

RFG TIMETABLE

Phase IA	Pre-proposal Conference	February 2, 2004, 10:00 a.m. MST
Phase IB	Applications due All applications must be received by:	February 11, 2004, 4:00 P.M. MST
Phase II	Application Review and Evaluation by community review panel and Department Of Workforce Services Program staff	February 12, 2004 – February 18, 2004
Phase III	Department Of Workforce Services Contracts/grants Processing of approved Applications	February 23, 2004
	Start of Grant Period	March 1, 2004
	End of Grant Period	September 30, 2004
	With two (2) one-year renewals options at the discretion of the Department.	

Authorization: This RFG is for the purchase of Regular Social Services as authorized by the ORR Refugee Resettlement Program CFDA # 93-566.

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SECTION I

INTRODUCTIONS & GENERAL INFORMATION

A. Funding Source and Requirements:

The Administration for Children and Families (ACF), through the Refugee Act of 1980, makes available to the State, funds for the provision of refugee social services. The refugee social services program is funded 100% by the ACF, Office of Refugee Resettlement (ORR) and the Department allocates the funds.

The Department of Workforce Services sees as part of its goal to assist in the resettlement of refugees and to provide social services (when needed) to enable refugees to achieve self-support and/or self-sufficiency. The emphasis on refugee social services shall be on preparing refugees and their families for employment as soon as possible. Applicants and grantees must conform to the requirements of Department as stated in the Request for Grant Proposals (RFG). The Department reserves the right to make multiple awards to this grant, to modify and/or to withdraw this RFG at any time.

The RFG is being used to allocate federal refugee grants for Regular Refugee Social Services. If the Department does not receive all of these federal grants or the awards are significantly different than projected, the Department reserves the right to revise the maximum amounts and to make other needed changes in the RFG.

Entities interested in a grant must respond to all requirements and conditions as contained in the RFG.

B. Availability of Funds:

The allocations indicate the maximum that can be recommended by the Department. However, the actual amount may be changed based on the actual Federal allocations to the State. We reserve the right to approve or deny proposals or portions of proposals based on their merit and potential benefit to the refugees in the community or State; and to withhold funds in the event that acceptable proposals do not account for all available funds.

1. A maximum of \$75,000 will be made available for the purchase of English language training and literacy services for refugees and their families for the period March 1, 2004 through September 30, 2004 (six months).
2. Length of Funding: The duration of the grant period shall terminate on September 30, 2004, unless the Department decides to renew for up to two (2) one-year extensions. However, the length of funding is dependent on the availability of Federal Funds and may terminate prior to that date or extended at the discretion of Department.

C. Submission of Proposals:

1. All proposals must be submitted for review to the Department of Workforce Services, 140 East 300 South, Salt Lake City, Utah, 84111. Proposals must be received no later than 4:00 p.m. on February 11, 2004. Late proposals will be returned to the respondent.
2. Grant Application kits may be obtained by contracting:
Gillian Johns-Young, Department of Workforce Services, 140 E. 300 S., Salt Lake City, UT 84111, phone 801-526-9418, email gjohnsyoun@utah.gov or accessing them through [jobs.utah.gov/what's new](http://jobs.utah.gov/what's%20new)

D. Proposal Response Format

All Proposals Must Be Organized and Tabbed With Labels For The Following Headings:

1. **RFG Form.** The state's request for proposal form completed and signed.
2. **Executive Summary.** The one or two page executive summary is to briefly describe the respondent's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the respondent. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
3. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
 - a. A complete narrative of the respondent's assessment of the work to be performed, the respondent's ability and approach, and the resources necessary to fulfill the requirements, respondent must describe the communication and resource pathways they will employ to allow success for the Department's customers. This should demonstrate the respondent's understanding of the desired overall performance expectations and how they would anticipate these performance expectations to be measured and monitored.
 - b. A specific point-by-point response to each requirement in the RFG.
 - Cost Proposal: The cost proposal must detail the average cost per refugee.
 - Technical Proposal: Must provide specific measurements that will detail how the respondent's program will provide services to the eligible refugees.
 - Proposal Evaluation Criteria: A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal.

E. Review Criteria:

It is the applicant's responsibility to respond to all expectations. Failure to respond to all expectations may result in the rejection of the proposal, if the proposal is significantly incomplete or results in a low evaluation for that aspect(s) of the proposal. An evaluation review panel using the following criteria will review your application: *(Note: The points available in each category are the maximum available.)*

1. Describe the activities and services and the population to be served. **(30 points)**
Due to the coordination of services required between school districts and other agencies, a consortium of agencies to provide collaborative services is very important to this proposal.
2. Justify the program or services in terms of impact on the target population. **(25 points)**
3. Propose outcomes using the required elements and reasonableness in terms of funds requested, activities described, and caseload to be served. **(20 points)**
4. Budget and detail of the line-item budget narrative **(15 points)**
5. Describe the project's self-monitoring procedures. **(10 points)**

F. Phase I - Submission:

A signed original and five (5) copies of the grant request must be received by the Department by February 11, 2004, 4:00 P.M. Mountain Daylight Time, as specified for the end of Phase I. Proposals received after that date will not be considered and will be returned to the applicant. Department staff shall record on each proposal, the date and time each proposal was received at the Department.

G. Phase II - Program Office Review:

All grant requests will be reviewed and evaluated by individuals selected by the Department during Phase II. Respondents may be called or requested to meet with the review team to clarify their proposal. The award of the grant, if any, will rely on the proposal response and the clarification information requested. The purpose of this process is to obtain clarification to the applicant's response to an expectation. The Department suggests all responses should be clear, to the point and simple.

SECTION II

STATEMENT OF WORK

A. Eligible Applicants

Eligible applicants include local education agencies (school districts), community based organizations, volunteer literacy organizations, institutions of higher education, public or private non-profit agencies, for-profit entities, and faith-based organizations are eligible to receive grant funds under this announcement. **Due to the coordination of services required between school districts and other agencies, a consortium of agencies to provide collaborative services is preferred.**

B. Scope of Work:

The provision of English Language Training (ELT) and literacy services refugees to assist in the resettlement of refugees and to enable refugees to achieve self-support and/or self-sufficiency as soon as possible by aiding refugees in finding and retaining jobs, increasing refugee employability, enhancing refugee job market possibilities and reducing and/or removing the dependency on cash assistance. The applicant must propose a holistic approach to the needs of the total family, with the provision of services that are consistent with the refugee program and provide assistance to the refugees in accessing other community resources or providing services where such services or resources are not available. Services for refugee children should be developed and provided to assist refugee children in their acquisition of English and enabling them to participate effectively in their academic studies in elementary and secondary schools. The focus should always be on empowering the refugee to develop those abilities that will enable them to meet their own needs. The applicant must be able to address the needs of refugee families regardless of their location within the state.

Applicants need to respond in the format described in Section, I D. Response Format.

Detailed Responses must address the following aspects in their proposal:

1. Respondent Agency: Provide a general description and history of the agency. Provide information to demonstrate the capacity and ability of the agency to administer and deliver the proposed program. Provide an organizational chart showing project organization and its relationship to the applicant agency and Board of Directors, as applicable. Provide three (3) current letters of support from allied agencies, local, state, or federal grantors, which demonstrate the agency's satisfactory performance or potential for performance in a program such as that proposed.
2. Problem: Describe and document the specific problems and community needs, which the project is designed to address. Provide information on why existing

community resources are not sufficient. Narrative information can include the number of refugees that have been in the United States 36 months or less, projected new settlement, and secondary migration during the service period.

3. **Project Objectives and Performance Goals:** Describe the specific and immediate objectives of the planned activities of the project to address the problems and needs. Describe the desired benefits to the client and community in measurable terms and performance goals. Objectives and goals should be linked to employment or self-sufficiency for the refugee family or individual.
4. **Project Activities:** Discuss the specific services you propose to provide. The applicant should include a paragraph for each service to be provided and include each of the following for each of the proposed services (be concise):
 - a) Specify all the services you propose to provide or purchase (sub-contract). How do the components interrelate?
 - b) **Collaboration/Coordination:** Describe the type of collaboration and/or coordination required with other community agencies for each proposed service component identified, as applicable.
 1. Describe how learning activities are coordinated with Department's Employment Centers and services, district elementary and secondary schools, district adult education programs, Even Start, Head Start, after-school programs, community based or volunteer programs, post-secondary education institutions, private sector partnerships, and other available resources in the state to provide or augment the services in the priority levels for which you are applying.
 2. Identify each cooperative agreement or partnership your agency has that affects the priority level and how it benefits the literacy for those students.
 3. Of particular importance is collaboration and partnering. Each applicant must have collaboration among providers to avoid duplication of services, programs, and/or activities made available to adults under other local, federal, or state adult education programs or to children and youth under other local federal, or state K-12 education programs.
 4. Provide documentation of collaboration through memorandums of understanding, contracts, or letters of intent to contract for each of the activities or services to be provided by allied agencies or entities. ***A letter simply stating that collaboration is in place is not sufficient. The application may not be considered for funding if there is failure to provide adequate documentation of collaboration.***
 - c) **Intensity/Duration:** Provide evidence that your program is of sufficient intensity for participants to achieve substantial learning gains. Describe the duration of your program and how you ensure that students are progressing at a reasonable pace. Indicate the amount of time (contact hours and days) per week refugees will be engaged in services provided by the project.

- d) Flexible Services: Describe how this project's activities/services provide flexible support services that are necessary to enable individuals in the Priority Level(s), including individuals with disabilities or other special needs, to attend and complete programs. Indicate how your program is able to provide this additional support service and location of services.
 - e) Case Management Coordination: Describe procedures for assuring that services will be coordinated with the Department's Employment Counselor, if the refugee or refugee family is participating in a mandatory case managed program, i.e. Family Employment Program, Refugee Cash Assistance, etc. through the inclusion of ELT services in the employment/self-sufficiency plan.
 - f) Intake: Describe the intake process and the criteria for admission, exclusion and termination of recipients from service components. Include the maximum length of time, if limited, a refugee can receive each service.
5. Program Results: This section is vital to the application and potential receipt of funding. Describe precisely what the program is expected to achieve. The application must include monthly and total program projections of program results. Outcomes must be related to the objectives and goals previously identified in the application. If the program proposes to provide a specific service, it must state the service and include a projected numeric outcome. The outcomes shall be measurable and the method(s) for measurement shall be described. Estimate the cost per final outcome.
6. Project Staff: State whether work contemplated under this project is to be executed by the applicants existing staff or additional staff. For each refugee funded position provide: position title; employee's name; brief job description and qualifications of staff (if already employed). Include in attachments the "Staff Detail Form" (Attachment G) with: total monthly and yearly salary; hours of work per week; percent of time and salary to be charged against refugee grant, and fringe benefits. Submit a job description for each position, which should include only those activities to be funded by the refugee grant and should include the percent of time for each major activity. When project director or key personnel are not identified in the application, the grantee shall agree to inform The Department in writing of such designations as they are made. Include plans for staff training as needed.

C. Eligibility Criteria for Services:

Eligibility for Refugee Social Services includes: (1) Refugees; (2) asylees; (3) Cuban and Haitian entrants; (4) certain Amerasians from Vietnam who are admitted to the U.S. as immigrants; (5) certain Amerasians from Vietnam, including U.S. citizens, and (6) victims of a severe form of human trafficking. For convenience, the term "refugee" is used in this notice to encompass all such eligible persons. Additional information on

persons eligible for refugee social services may be found at <http://www.acf.dhhs.gov/programs/orr/geninfo/index.htm>.

The applicant must describe in its proposal how it plans to develop, maintain and document the services provided to eligible refugees. Files shall include a copy of the I-94, I-151, or I-551 for each refugee participant and record the minimum following information:

- Social Security Number
- Date of Entry, U.S.
- Date of Entry, Utah
- VOLAG
- Date of Birth
- Alien Registration Number
- Name of state of original resettlement (if secondary migration)
- Court order or Letter from Immigration Judge granting final order of asylum (for asylees)
- Certification letter from the Federal Office of Refugee Resettlement identifying the individual as a Victim of a Severe Form of Human Trafficking (for Victims of Trafficking)

D. Department Expectations:

Applicants must describe in the proposal plans to meet each of the following expectations:

1. Basic Literacy: The grantee shall provide English Language Training (ELT) to eligible adult refugees to improve the “Survival” English speaking, listening, reading, and writing skills in the areas of employment, consumer economics, health, community resources, and basic information on government and law, home management, communication with schools, and driver’s education.
2. Family Literacy for Children: The grantee shall provide English Language Training (ELT) and academic tutoring to eligible refugee youth and children to improve the English speaking, listening, reading, and writing skills to increase participation and improve performance in their academic studies and to improve the child’s developmental or age-appropriate education.
3. Family Literacy: The grantee shall provide interactive literacy training between parents and their children wherever possible, combining or augmenting the parent’s Basic Literacy training with the children’s Family Literacy for Children programs.
4. The grantee shall identify target levels and priorities for services.
5. The grantee shall identify projected student outcomes
6. The grantee shall identify the services that will continue to be provided to youth and children when their K-12 school is out of session, i.e. summer break, semester break
7. The grantee shall identify the assessment tools to be used to assess pre-program levels, progress, and post program or termination level of the refugee participants to demonstrate program effectiveness. The utilization of standard tests or assessment

tools for adult English learners that match the definitions and assessment benchmarks approved by the Utah State Office of Education, Adult Education Services, is preferred. For assessing K-12 age students, using standardized or generally accepted descriptions of English language proficiency as provided by the Utah State Office of Education or other nationally recognized education body is preferred.

8. The grantee shall identify the assessment tools to be used to assess pre-program level, progress, and post program or termination level of the refugee participants to demonstrate program effectiveness. The utilization of standard tests or assessment tools for youth and children English learners is preferred. The applicant may identify other benchmarks that may be used to demonstrate program effectiveness, provided the applicant identifies how the proposed benchmarks correlate to the success of the students in terms of English acquisitions and improved academics.
9. To assure the refugee has the opportunity to improve academically, the Grantee will make available vocational specifics, GED, and High School completion instruction.
10. To assure the Department and referring agencies are aware of each refugee's school attendance, the school will prepare and disseminate attendance reports on a timely basis, no later than the first and fifteenth of the month.
11. In the event it becomes necessary to limit services, the Grantee will accept refugees according to the following priorities:
 - a. Newly Arrived Refugees
 - b. Refugees on Cash Assistance
 - c. Refugees Who Are Unemployed
 - d. Refugees Who Have Been in the United States less than Thirty-Six (36) Months (3 Years)
12. Grantee will complete the following forms as required:
 - a. ORR-6 National Quarterly Report Schedule C, page 2
 - b. The Department monthly Refugee Language Summary Report
 - c. The Department's Refugee Assistance Reimbursement Request
 - d. Brief Narrative Report Documenting Achievements of Program Guidelines & Grant Objectives

E. Services

The grantee will provide coordinated and collaborative English language training to refugee adults and children to assist in the resettlement of refugees and to enable refugees to achieve self-support and/or self-sufficiency as soon as possible. The grantee will coordinate or collaborate with other case management support for the refugees to assure the refugee is progressing with their employment/ self-sufficiency plan and coordinate these services with the Department's and other agencies identified in the employment /self-sufficiency plan to enhance the refugees' efforts to gain and maintain self-sustaining employment and avoid service duplication.

- a. Case Management Services:** The grantee will coordinate or collaborate case management services using the comprehensive assessment information to develop an employment plan that includes intermediate steps and support services to achieve the refugees' identified long-term employment goal. The assessment, employment plan, and case management information will be shared with the Department of Workforce Services and designated agencies via a signed release of information form. Case management services will be coordinated with the Department and other agencies based on the needs of the refugees and funding requirements.
- b. Eligibility Criteria for Services:** The applicant must describe in its proposal how it plans to develop, maintain and document the services provided to eligible refugees. Files for each refugee served shall include a copy of the I-94, I-151, or I-551 and record the minimum following information:
- Social Security Number
 - Date of Entry, U.S.
 - Date of Entry, Utah
 - VOLAG
 - Date of Birth
 - Alien Registration Number
 - Name of state of original resettlement (if secondary migration)
 - Court order or Letter from Immigration Judge granting final order of asylum (for asylees)
 - Certification letter from the Federal Office of Refugee Resettlement identifying the individual as a Victim of a Severe Form of Human Trafficking (for Victims of Trafficking)
- c. Applicants must agree to comply with the limitations on eligibility for social services as follows:**
- A service provider may not provide services, except for referral and interpretive services, to refugees who have been in the United States for more than 60 months (5-year anniversary of refugee arrival in the United States). Certain services may be provided to the 5-year plus population if specified and exempted by ORR in notices published in the Federal Register or issued by the Director of ORR.
- d. The respondent agency will establish performance goals and expectations.**
- Outcome goals for target levels and priority performance for the project period shall be provided per attachment T "ELT Enrollment and Outcomes Target Levels."
 - A summary of participants shall be provided in the same format as the ORR-6 quarterly report form Schedule C, page 2 (Attachment I.)
 - The applicant's workers / managers are responsible to assure that the refugee has a clear understanding of all elements and requirements of the employability or self-sufficiency plan.

- Service providers shall coordinate with the Department, local resettlement agencies (VOLAGS), and with other services providers and assure unduplicated services to refugees and document coordination activities in monthly reports.
- The Department will be notified of those refugees that fail to: register; participate in their employability plan; and/or accept appropriate employment.

D. Monitoring and Evaluation:

1. The applicant must agree to maintain and provide information and data as requested by the State and/or Federal staff. State and/or Federal staff shall make on-site visits. The purpose of monitoring and evaluation is to accomplish the following:
 - i. Help the grantee to assess which aspects of the project are working and which may need modification;
 - ii. Assess the program's progress in meeting the program objectives;
 - iii. Provide the necessary documentation to assure that the services are provided only to eligible refugees;
 - iv. Provide all necessary information to meet the State's reporting requirements;
 - v. Assure compliance with Federal and State regulations; and
 - vi. Measurement of achievement of proposed project service objectives.
2. The applicant must identify the internal monitoring and evaluation processes that will be used to assure only eligible refugees are being served by the funding of this grant and to evaluate the effectiveness of the project.

SECTION III

REQUIREMENTS AND CONDITIONS FOR REFUGEE SOCIAL SERVICE GRANT APPLICANTS AND GRANTEES

A. Agreement with Federal and Utah Laws and Department Policies

All awards and agreements are subject to the laws of the United States, the State of Utah and policies of the Department of Workforce Services. Failure to comply with these requirements can result in a sanction; suspension of the grant; or termination of the grant. The applicant must state in their proposal that they read Section III of the RFG, that they understood all of it and are in agreement with it. In accepting a grant award, the applicant agrees to the following:

1. The applicant assures that grant funds awarded will be used in accordance with the requirements of 45 CFR Part 400, Refugee Resettlement Program.
2. Prepare and submit to Department the following reports:
 - a. Refugee Assistance Reimbursement Request (RARR see Attachment O)
 - b. Monthly Program Report must be provided with an appropriate form for reporting project objectives and goals, including a completed narrative section
 - c. Quarterly Reports ORR-6 & QRTR (see Attachment I)
 - d. Any further monitoring or evaluation reports which the grantee or a subcontracted evaluator has prepared which the Department requested for the evaluation of a particular project.

Note: Monthly and quarterly performance reports are to be post-marked **no later than twenty (20) calendar days after the end of each reporting period** and must be submitted with the applicable monthly financial report. Reports that are incomplete or incorrect may be returned to the grantee for completion or correction. In the event of an emergency, a request for an extension may be made, but the Department must receive the request within the ten days. Submission of timely reports is extremely important, so failure to comply may result in a sanction.

3. The grantee will receive three (3) bids for purchase of all major equipment (\$500 or more; authorized under this grant. The title and ownership of all major equipment (\$200 or more in value) purchased by the grantee with monies advanced by the Department of Workforce Services shall be taken in the name of the Department. Maintain and submit, as requested, an inventory of refugee equipment. Equipment that does not contain a serial number should be labeled to identify it as refugee-purchased equipment and related grant, e.g. DWS-RRP-9907001.
2. Obtain prior written approval from the Department for major project changes. These include changes of substance in project activities, designs, and changes in the approved budget as indicated on the grant award. The Department should be

contacted as soon as possible of emergencies and unanticipated changes in which prior approval may not have been possible.

3. Appeal Procedures: The applicants must have an appeal process or grievance procedure for refugees. If there is an impasse between the refugee and the service provider agency, the refugee may continue an appeal or grievance beyond the agency's procedure by requesting a hearing from the Department.
4. Comply with the requirements of the Disclosure of Information (Attachment B) and Code of Conduct (Attachment C).
5. The final financial report of the grant period must be completed and submitted within the same timeframe as other monthly reports i.e., "no later than (20) calendar days" of the report period. If the grantee has some outstanding bills they may submit a written request for an extension (maximum of 30 calendar days). The Department must receive the request within the initial 20-day period. Any cash on hand must be returned with the final financial report.
6. Employment and Placement Service projects must include Employability plan, job orientation, job development, job placement, follow-up and English as a Second Language. Applicants should refer to the allowable services for a complete listing of employability and social self-sufficiency services. Applicants must assure that the funds used for ESL, VESL, and other self-sufficiency services which are not related to employment are not expended on services already provided by the Department or other ORR funding.
7. Refugees will not be charged for services provided under this grant.
8. It is the grantee's responsibility to monitor and report on the activities of their sub-grantees/contractors and to assure the sub-grantee complies with the applicable requirements in the RFG. The requirements as stated in the RFG take precedent over agreements between the grantee and sub-grantee.
9. The Department will complete desk review of monthly and quarterly reports. Grantees may be requested to provide additional information, correct a financial report, or clarify an issue. A required date of return will be included and timeliness will be monitored. Failure to respond or respond timely may result in a sanction similar to failure to submit a required report.
10. The Department will provide on-site monitoring and reporting on activities of the grantees for compliance to the terms of the RFG and grant, Department policies, and State and Federal regulations. Monitoring may include, but not limited to, program activities and financial records. On-site monitoring may be scheduled or unannounced.

11. Federal and/or State dollars fund this program administered by the Utah Department of Workforce Services. Rules and regulations governing the programs are subject to change. From time to time, it will be necessary for the Executive Director of the Department, or designee, to revise rules and regulations and eligibility requirements in accordance with statutory provisions when such changes are necessitated by money limitations or other circumstances. This means that eligibility for participation in a program and the continuation of programs is subject to program and money changes. Participation by the Department in a service is subject to change after notice.

ATTACHMENT A

NOTIFICATION OF GRANT AWARD

Applicant complete * items

*Grantee's Name Valley Mental Health		Granting agency: Department of Workforce Services
*Grantee's Address(street, city, state, zip) 5965 S. 900 E. Salt Lake City, UT 84121		*Federal Tax Identification Number 94-2938348
Grant Number	Grant Award	Grant Period From _____ to _____

PROJECT BUDGET AND FUNDING

1.	Personnel.....	\$ <u>66,960</u>
2.	Employer	<u>25,541</u>
3.	Travel	<u>1,740</u>
4.	Equipment	_____
5.	Supplies.....	<u>1,486</u>
6.	Consultation	_____
7.	Other (Specify <u>Translator</u>) ..	<u>792</u>
8.	Other (Specify _____) ..	_____
9.	Other (Specify _____) ..	_____
10.	TOTAL COST.....	\$ <u>96,519</u>
11.	Grant Award Amount	\$ <u>96,519</u>
12.	Cash Match *	<u>0</u>
13.	In-Kind Match *	<u>0</u>
14.	TOTAL (Sum of Lines 11,12, and 13).....	\$ <u>96,519</u>

The grant award is conditional on the grantee providing to the State Refugee Coordinator the Schedule C: Services Report, Attachment H, page 2: Other Services with the projections anticipated for the year. The report must be provided within 30 (thirty) days of the receipt of the Grant Award.

ATTACHMENT A

NOTIFICATION OF GRANT AWARD

Applicant complete * items

*Grantee's Name		Granting agency:
*Grantee's Address(street, city, state, zip)		*Federal Tax Identification Number
Grant Number	Grant Award	Grant Period From _____ to _____

PROJECT BUDGET AND FUNDING

- | | | |
|-----|------------------------------------------------|----------------|
| 15. | Personnel..... | \$_____ |
| 16. | Employer | _____ |
| 17. | Travel | _____ |
| 18. | Equipment | _____ |
| 19. | Supplies..... | _____ |
| 20. | Consultation | _____ |
| 21. | Other (Specify _____) .. | _____ |
| 22. | Other (Specify _____) .. | _____ |
| 23. | Other (Specify _____) .. | _____ |
| 24. | TOTAL COST..... | \$_____ |
| 25. | Grant Award Amount | \$_____ |
| 26. | Cash Match * | _____ |
| 27. | In-Kind Match * | _____ |
| 28. | TOTAL (Sum of Lines 11,12, and 13)..... | \$_____ |

SEE PAGE 2 FOR GRANT AWARD CONDITIONS

We approve a this grant and the provisions set forth in the grant proposal.
Authorized State Official

Name _____

Title

Signature_____

Date

Authorized Granting Agency Official

Name _____

Title

Signature _____

Date

Distribution: Original DWS Contracting; Copy: DWS Audit; Grantee: Designated Program Specialist;

ATTACHMENT C

CODE OF CONDUCT

The Contractor/Grantee agrees that it shall adhere to the following Code of Conduct when providing services and shall require all others authorized through or engaged by the Contractor/Grantee to perform services to follow the same Code of Conduct. The Provider Code of Conduct is in addition to all other contract requirements, policies, rules and regulations governing delivery of services to clients. The purpose of the code is to protect vulnerable clients from abuse, neglect, maltreatment and exploitation. The Code of Conduct clarifies the expectation of conduct for providers of contracted, licensed and certified programs and their employees, which includes administrative staff, non direct care staff, direct care staff, support services staff and any others when interacting with clients. Nothing in this Code shall be interpreted to mean that clients should not be held accountable for misbehavior or inappropriate behavior on their part, or that providers are restricted from instituting suitable consequences for such behavior. As used in this clause "Contractor/Grantee" shall include, the Contractor/Grantee, its employees, officers, agents, representative or those contracted through the Contractor/Grantee to perform services authorized by the contract.

Contractor/Grantee, its agents or representatives authorized through it shall not abuse, sexually abuse or sexually exploit, neglect, exploit or maltreat; any client. Furthermore, no person shall cause physical injury to any client. All injury to clients (explained or unexplained) shall be documented in writing and immediately reported to supervisory personnel.

The Contractor/Grantee shall not by acting, failing to act, encouragement to engage in, or failure to deter from will cause any client to be subject to abuse, sexual abuse or sexual exploitation, neglect, exploitation, or maltreatment. The Contractor/Grantee shall not engage any client as an observer or participant in sexual acts. The Contractor/Grantee shall not make clearly improper use of a client or their resources for profit or advantage.

Contractor/Grantee understands and acknowledges that failure to comply with this Code of Conduct may result in corrective action, probation, suspension, and/or termination of contract, license or certification.

Clients protected by this clause shall include any person under the age of 18 years; and any person 18 years of age or older who is impaired because of mental illness, mental deficiency, physical illness or disability, use of drugs, intoxication, or other cause, to the extent that he is unable to care for his own personal safety, health or medical care; and is a participant in, or a recipient of a program or service contracted with, or licensed or certified by the Department of Workforce Services.

Abuse shall include the following, but is not limited to:

1. Harm or threatened harm, meaning damage or threatened damage to the physical or emotional health and welfare of a client.
 2. Unlawful confinement.
 3. Deprivation of life-sustaining treatment.
 4. Physical injury including, but not limited to, any contusion of the skin, laceration, malnutrition, burn, fracture of any bone, subdural hematoma, injury to any internal organ, any injury causing bleeding, or any physical condition which imperils a client's health or welfare.
- Any type of physical hitting or corporal punishment inflicted in any manner upon the body.

Sexual abuse and sexual exploitation will include, but not be limited to:

1. Engaging in sexual intercourse with any client.
2. Touching the anus or any part of the genitals or otherwise taking indecent liberties with a client, or causing an individual to take indecent liberties with a client, with the intent to arouse or gratify the sexual desire of any person.
3. Employing, using, persuading, inducing, enticing, or coercing a client to pose in the nude.
4. Employing, using, persuading, inducing, enticing or coercing a client to engage in any sexual or simulated sexual conduct for the purpose of photographing, filming, recording, or displaying in any way the sexual or simulated sexual conduct. This includes displaying, distributing, possessing for the purpose of distribution, or selling material depicting nudity, or engaging in sexual or simulated sexual conduct with a client.
5. Committing or attempting to commit acts of sodomy or molestation with a client.
6. This definition is not to include therapeutic processes used in the treatment of sexual deviancy or dysfunction which have been outlined in the clients treatment plan and is in accordance with written agency policy.

Neglect may include but is not limited to:

1. Denial of sufficient nutrition.
2. Denial of sufficient sleep.
3. Denial of sufficient clothing, or bedding.
4. Failure to provide adequate supervision; including impairment of employee resulting in inadequate supervision. Impairment of an employee may include but is not limited to use of alcohol and drugs, illness, sleeping.
5. Failure to arrange for medical care and/or medical treatment as prescribed or instructed by a physician when not contraindicated by agency after consultation with agency physician.
6. Denial of sufficient shelter, except in accordance with the written agency policy.

Exploitation will include, but is not limited to:

1. Utilizing the labor of a client without giving just or equivalent return except as part of a written agency policy which is in accordance with reasonable therapeutic interventions and goals.
2. Using property belonging to clients.
3. Acceptance of gifts as a condition of receipt of program services.

Maltreatment will include, but is not limited to:

1. Physical exercises, such as running laps or performing pushups, except in accordance with an individual's service plan and written agency policy.
2. Chemical, mechanical or physical restraints except when authorized by individual's service plan and administered by appropriate personnel or when threat of injury to the client or other person exists.
3. Assignment of unduly physically strenuous or harsh work.
4. Requiring or forcing the individual to take an uncomfortable position, such as squatting or bending, or requiring or forcing the individual to repeat physical movements when used solely as a means of punishment.
5. Group punishments for misbehavior of individuals except in accordance with the written agency policy.

6. Verbal abuse by agency personnel: engaging in language whose intent or result is demeaning to the client except in accordance with written agency policy which is in accordance with reasonable therapeutic interventions and goals.
7. Denial of any essential program service solely for disciplinary purposes except in accordance with written agency policy.
8. Denial of visiting or communication privileges with family or significant others solely or disciplinary purposes except in accordance with written agency policy.
9. Requiring the individual to remain silent for long periods of time solely for the purpose of punishment.
10. Extensive withholding of emotional response or stimulation.
11. Exclusion of a client from entry to the residence except in accordance with the written agency policy.

Contractor/Grantee agrees to document and report abuse, sexual abuse and sexual exploitation, neglect, maltreatment and exploitation as outlined in this Code and cooperate fully in any resulting investigation. Contacting/granting the local Regional Office within 24 hours on the first available workday may make reports. All injury to clients (explained or unexplained) shall be documented in writing and immediately reported to the Department of Workforce Services. Contractor/Grantee shall prominently display a poster, provided by the Department, notifying Contractor/Grantee employees of their responsibilities to report violations and giving appropriate phone numbers.

Grantee _____

Date _____

[Rev.3/99]

**DEPARTMENT OF WORKFORCE SERVICES
DISCLOSURE OF INFORMATION
ATTACHMENT B**

The CONTRACTOR/GRANTEE will comply with the following measures to protect the privacy of the information released under this agreement against unauthorized access or disclosure:

1. The information shall be used only to the extent necessary to assist in the purposes identified within this contract and shall not be re-disclosed for any purpose not specifically authorized in this contract.
2. The information shall be stored in a place physically secure from access by unauthorized persons.
3. Information in electronic format, such as magnetic tapes or discs shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by computer, remote terminal or any other means.
4. Precautions shall be taken to ensure that only authorized personnel are given access to on-line files.
5. The CONTRACTOR/GRANTEE shall instruct all authorized personnel regarding the private nature of the information and that State and Federal law provides sanctions for the unauthorized disclosure.
6. The CONTRACTOR/GRANTEE shall permit the Utah DWS, the United States Department of Labor, Department of Health and Human Service (and other authorized federal officials) to make on-site inspections to insure that the requirements of this contract, State laws, and federal statutes and regulations are being met.

Grantee

Date

Return To: NORMAN NAKAMURA
STATE REFUGEE PROGRAM SPECIALIST
DEPARTMENT OF WORKFORCE SERVICES
140 E. 300 S., 5th FLOOR
SALT LAKE CITY, UT 84111

Form QRTR 9/99

Agency:

Report Period:

QUARTERLY REFUGEE TRACKING REPORT

[illegible]

ATTACHMENT I

OMB No., 0970-0038
Form Approved

Schedule B: Cash and Medical Assistance

State: UTAH Quarter: 1 2 3 4 FY:

Date:

I. Refugee Cash Assistance A. Recipients at end of previous quarter B. Recipients at end of this quarter C. New RCA enrollees during this quarter	<p align="center">Number of</p> <table border="0"> <tr> <td align="center"><u>Persons</u></td> <td align="center"><u>Cases</u></td> </tr> <tr> <td>1. _____</td> <td>2. _____</td> </tr> <tr> <td>1. _____</td> <td>2. _____</td> </tr> <tr> <td>1. _____</td> <td>2. _____</td> </tr> </table>	<u>Persons</u>	<u>Cases</u>	1. _____	2. _____	1. _____	2. _____	1. _____	2. _____
<u>Persons</u>	<u>Cases</u>								
1. _____	2. _____								
1. _____	2. _____								
1. _____	2. _____								
II. Refugee Medical Assistance A. RMA enrollees (persons)	1. _____								
III. Preventive Health Screenings A. Recipients of domestic health screenings	<table border="0"> <tr> <td align="center">Persons Screened</td> <td align="center">RMA Cost</td> </tr> <tr> <td>1. _____</td> <td>2. \$ _____</td> </tr> </table>	Persons Screened	RMA Cost	1. _____	2. \$ _____				
Persons Screened	RMA Cost								
1. _____	2. \$ _____								
IV. Unaccompanied Minors Program A. Minors in care at end of previous quarter B. Entered care C. Left Care D. Minors in care at end of this quarter									

Schedule C: Services Report
Page 1: Employment Services

OMB No. 0970-0038

Form Approved

State/Grantee: UTAH Quarter: 1 2 3 4 FY

Grant # and Name: _____ Date

		M	F				
A. Total Caseload for Services							
B. Active Participants this Quarter							
C. Entered Employment		1. Full Time		2. Part Time		3. Grant	4. Grant
Time in U.S.		M	F	M	F	Termination	Reduction
a. RCA	1. 0 - 4 mos						
	2. 5 - 8 mos						
b. TANF	1. 0 - 12 mos						
	2. > - 12 mos						
c. Other CA	1. 0 - 12 mos						
	2. > - 12 mos						
d. No CA	1. 0 - 12 mos						
	2. > - 12 mos						
Total							
D. Avg Hourly Wage Employment Entry							
E. Health Benefits Available							
F. Employed 90 days later							
a) RCA at entered employment							
b) AFDC at entered employment							
c) Other CA at entered employment							
d) No CA at entered employment							
Total a, b, c, d							
G. Program Expenditures this Quarter		\$					

Schedule C: Services Report**Page 2: Other Services**State/Grantee: UTAH Quarter: 1 2 3 4 FY

Grant # and Name: _____ Date: _____

	M	F
1. ELT		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		
B. Completions (unduplicated)		
C. Program expenditures this quarter	\$	
2. OJT, Skills Training (circle service)		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		
B. Completions (unduplicated)		
C. Program expenditures this quarter	\$	
3. Case Management		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		
B. Incidences		
C. Program expenditures this quarter	\$	
4. Other Services ()		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		
B. Incidences		
C. Program expenditures this quarter	\$	

ATTACHMENT L

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549: 45 CFR Part 76. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations or the definitions.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non- procurement List (of excluded parties).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension Ineligibility and Voluntary, Exclusion - Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in its transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Grant No. _____

Signature _____ Date _____

DEFINITIONS

(From 45 CFR Part 76, Governmentwide
Debarment and Suspension (Nonprocurement))

Covered transaction. For purposes of these regulation, a covered transaction is a primary covered transaction or a lower tier covered transaction. Covered transactions at any tier need not involve the transfer of Federal funds.

- (1) Primary covered transaction. Except as noted in paragraph (a) (2) of this section, a primary covered transaction is any nonprocurement transaction between an agency and a person, regardless of type, including: grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance payments for specified use, donation agreements and any other nonprocurement transactions between a Federal agency and a person. Primary covered transactions also include those transactions specially designated by the U.S. Department of Housing and Urban Development in such agency's regulations governing debarment and suspension.
- (2) Lower tier covered transaction. A lower tier covered transaction is:
 - (1) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under primary covered transaction.
 - (2) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. Section 2304(g) and 41 U.S.C. Section 253 (g) (currently \$25,000) under a primary covered transaction.
 - (3) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on a substantive control over that covered transaction. Such persons are:
 - (1) Principal investigators.
 - (2) Providers of federally-required audit services.
 - (3) Researchers.

Debarment. An action taken by a debarring official in accordance with these regulations to exclude a person from in covered transactions. A person so excluded is "debarred."

Ineligible. Excluded from participation in Federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than

Executive Order 12549 and its agency implementing regulations; for example, excluded pursuant to the Davis-Bacon Act and its implementing regulations, the equal employment opportunity acts and executive orders, or the environmental protection acts and executive orders. A person is ineligible where the determination of ineligibility affects such person's eligibility to participate in more than one covered transaction.

Participant. Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person. Any individual, corporation, partnership, association, unit of government or legal entity, however organized, except: foreign governments of foreign governmental entities, public international organizations, foreign government owned (in whole or in part) or controlled entities, and entities consisting wholly or partially of foreign governments or foreign governmental entities.

Principal. Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has a critical influence on or substantive control over a covered transaction, whether or not employed by the participant. Persons who have a critical influence on or substantive control over a covered transaction are:

- (4) Principal investigators.
- (5) Researchers.

Proposal. A solicited or unsolicited bid, application, request, invitation to consider or similar communications by or on behalf of a person seeking to participate or to receive a benefit, directly or indirectly, in or under a covered transaction.

Suspension. An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue. A person so excluded is "suspended".

Voluntary exclusion or voluntarily excluded. A status of nonparticipation or limited participation in covered transaction assumed by a person pursuant to the terms of a settlement.

ATTACHMENT G

STAFF DETAIL FORM

Name:

Position:

Total Monthly Salary: _____ Total Yearly Salary:

Fringe Benefits: _____ Hours of Work per Week:

Percent of time and salary to be charged against refugee grant.

Qualifications (if employed):

Name:

Position:

Total Monthly Salary: _____ Total Yearly Salary:

Fringe Benefits: _____ Hours of Work per Week:

Percent of time and salary to be charged against refugee grant.

Qualifications (if employed):

Name:

Position:

Total Monthly Salary: _____ Total Yearly Salary:

Fringe Benefits: _____ Hours of Work per Week:

Percent of time and salary to be charged against refugee grant.

Qualifications (if employed):

Name:

Position:

Total Monthly Salary: _____ Total Yearly Salary:

Fringe Benefits: _____ Hours of Work per Week:

Percent of time and salary to be charged against refugee grant.

Qualifications (if employed):

JOB DESCRIPTION
(or similar format)

Position Title:

Job Description:

Major Activities Activities funded by the refugee grant	Percent of time for each Major Activity
Major Activities Activities NOT funded by the refugee grant	
Total Percent of time	100 %

Attachment T

Student Enrollment and Outcomes Target Levels

Adult Student Enrollment Target Levels (Priority)							
Projected Student Enrollments	All applicants need to give projections for target levels for 2004, 2004-2005, and 2005-2006 or the application will not be considered for funding.						
Program Enrollees	Project the number of students to be enrolled into the project services to be reported in student files.						Totals
Target Level 1:	Projection FY 2004		Projection FY 2004-2005		Projection FY 2005-2006		
	ESOL 1&2	ABE 1	ESOL 1&2	ABE 1	ESOL 1&2	ABE 1	
Number of students Basic Literacy (adults)							
Target Level 2:	Projection FY 2004		Projection FY 2004-2005		Projection FY 2005-2006		
	ESOL 3&4	ABE 2&3	ESOL 3&4	ABE 2&3	ESOL 3&4	ABE 2&3	
Number of students Basic Literacy (adults)							
Target Level 3:	Projection FY 2004		Projection FY 2004-2005		Projection FY 2005-2006		
	ESOL 5&6	ABE 4	ESOL 5&6	ABE 4	ESOL 5&6	ABE 4	
Number of students Basic Literacy (adults)							
Totals							

Adult Student Outcomes Target Levels (Priority)							
Projected Student Outcomes	Applicants must project level gains for enrollees. All applicants need to give projections for target levels for 2004, 2004-2005, 2005-2006 or the application will not be considered for funding.						
Program Goals	Project number of students to attain these goals to be reported in student files.						Totals
Target Level 1:	Projection FY 2004		Projection FY 2004-2005		Projection FY 2005-2006		
	ESOL 1&2	ABE 1	ESOL 1&2	ABE 1	ESOL 1&2	ABE 1	
Number of students completing one level gain							
Number of students completing two levels							
Number of students to complete their goals (project learner)							
Target Level 2:	Projection FY 2004		Projection FY 2004-2005		Projection FY 2005-2006		
	ESOL 3&4	ABE 2&3	ESOL 3&4	ABE 2&3	ESOL 3&4	ABE 2&3	
Number of students completing one level gain							
Number of students completing two levels							
Number of students to complete their goals (project learner)							
Target Level 3:	Projection FY 2004		Projection FY 2004-2005		Projection FY 2005-2006		
	ESOL 5&6	ABE 4	ESOL 5&6	ABE 4	ESOL 5&6	ABE 4	
Number of students completing one level gain							
Number of students completing two levels							
Number of students to complete their goals (project learner)							
Totals							

Family Literacy (K-12) Student Enrollments Target Levels (Priority)				
Projected Student Enrollments	Applicants must project level gains for enrollees. All applicants need to give projections for target levels for 2004, 2004-2005, 2005-2006 or the application will not be considered for funding.			
Program Enrollees	Project number of students to attain these goals to be reported in student files.			Totals
Target Level 1:	Projection FY 2004	Projection FY 2004-2005	Projection FY 2005-2006	
	Pre-emergent/NEP	Pre-emergent/NEP	Pre-emergent/NEP	
Number of students Family Literacy (youth & Children)				
Target Level 2:	Projection FY 2004	Projection FY 2004-2005	Projection FY 2005-2006	
	Emergent/NEP & LEP	Emergent/NEP & LEP	Emergent/NEP & LEP	
Number of students Family Literacy (youth & Children)				
Target Level 3:	Projection FY 2004	Projection FY 2004-2005	Projection FY 2005-2006	
	(low)Intermediate/LEP	(low)Intermediate/LEP	(low)Intermediate/LEP	
Number of students Family Literacy (youth & Children)				
Target Level 4	Projection FY 2004	Projection FY 2004-2005	Projection FY 2005-2006	
	(advanced)High Intermediate/LEP (advanced)Fluent/LEP	(advanced)High Intermediate/LEP (advanced)Fluent/LEP	(advanced)High Intermediate/LEP (advanced)Fluent/LEP	
Number of students Family Literacy (youth & Children)				
Totals				

Terms from Utah State Office of Education

Pre-emergent/NEP - At this level of English proficiency, students have limited or no understanding of oral or written English but participate by listening.

Emergent/NEP & LEP – At this level of English proficiency, students begin to understand that written language represents oral language

(low)Intermediate/LEP – At this level of English proficiency, students begin to understand and use more abstract, unfamiliar, academic, and formal language

(advanced)High Intermediate/LEP – At this level of English proficiency, students understand and use more abstract, unfamiliar, academic, and formal language

(advanced)Fluent/LEP – At this level of English proficiency, students have developed proficiency in English language and literacy skills.

Family Literacy (K-12) Student Outcomes Target Levels (Priority)				
Projected Student Outcomes	Applicants must project level gains for enrollees. All applicants need to give projections for target levels for 2004, 2004-2005, 2005-2006 or the application will not be considered for funding.			
Program Goals	Project number of students to attain these goals to be reported in student files.			Totals
Target Level 1:	Projection FY 2004	Projection FY 2004-2005	Projection FY 2005-2006	
	Pre-emergent/NEP	Pre-emergent/NEP	Pre-emergent/NEP	
Number of students completing one level gain				
Number of students completing two levels				
Number of students to complete their goals (project learner)				
Target Level 2:	Projection FY 2004	Projection FY 2004-2005	Projection FY 2005-2006	
	Emergent/NEP & LEP	Emergent/NEP & LEP	Emergent/NEP & LEP	
Number of students completing one level gain				
Number of students completing two levels				
Number of students to complete their goals (project learner)				
Target Level 3:	Projection FY 2004	Projection FY 2004-2005	Projection FY 2005-2006	
	(low)Intermediate/LEP	(low)Intermediate/LEP	(low)Intermediate/LEP	
Number of students completing one level gain				
Number of students completing two levels				
Number of students to complete their goals (project learner)				
Target Level 4	Projection FY 2004	Projection FY 2004-2005	Projection FY 2005-2006	
	(advanced)High Intermediate/LEP (advanced)Fluent/LEP	(advanced)High Intermediate/LEP (advanced)Fluent/LEP	(advanced)High Intermediate/LEP (advanced)Fluent/LEP	
Number of students completing one level gain				
Number of students completing two levels				
Number of students to complete their goals (project learner)				
Totals				

ATTACHMENT O
Department of Workforce Services
Refugee Assistance Reimbursement Request

AGENCY NAME: _____ BILLING PERIOD: _____ DUE DATE: _____
 ADDRESS: _____ GRANT NUMBER: _____

COST CATEGORIES	GRANT AMOUNT	TOTAL PROGRAM EXPENDITURES THIS PERIOD	EXPENDITURES YEAR - TO - DATE	UNDER (OVER) EXPENDED
PERSONNEL COSTS	\$	\$	\$	\$
Direct Cash Assistance				
Equipment				
Fringe Benefits				
Postage/Phone				
Rent				
Salaries & Wages				
Supplies				
Travel				
OTHER (subcontracts, etc.)				
TOTAL	\$	\$	\$	\$
Balance	\$	\$	\$	\$
Reimbursement		\$	\$	\$

 SIGNATURE OF AGENCY PERSON APPROVING THIS REQUEST

 DATE

 DWS APPROVAL

 DATE

**Request for Grant
Department of Workforce Services**

Mail To:

Department of Workforce Services
140 E. 300 S.
PO Box 45249
Salt Lake City, UT 84145-0249

Due Date: February 11, 2004



Services to be granted: Refugees Resettlement Program for Refugee English Language Training Services of newly arrived refugees.

Please complete:

Company Name			Federal Tax ID #	
Location Address		City	State	Zip
Remittance Address		City	State	Zip
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Government <input type="checkbox"/> Non-profit		Company Contact Person		
Telephone Numbers		Fax Number		
Company's Internet Web Address		Email Address		
Respondent's Authorized Representative's Signature		Date		
Type or Print Name		Position or Title		
The following documents are included in this Request for Grant: Instructions, general provisions, terms and conditions, requirement of the grants and specifications. Please review all documents carefully before completing.				